



AN AASIS TRAINING GUIDE

Internal Orders Part 2. Reporting

Course Code - COIO



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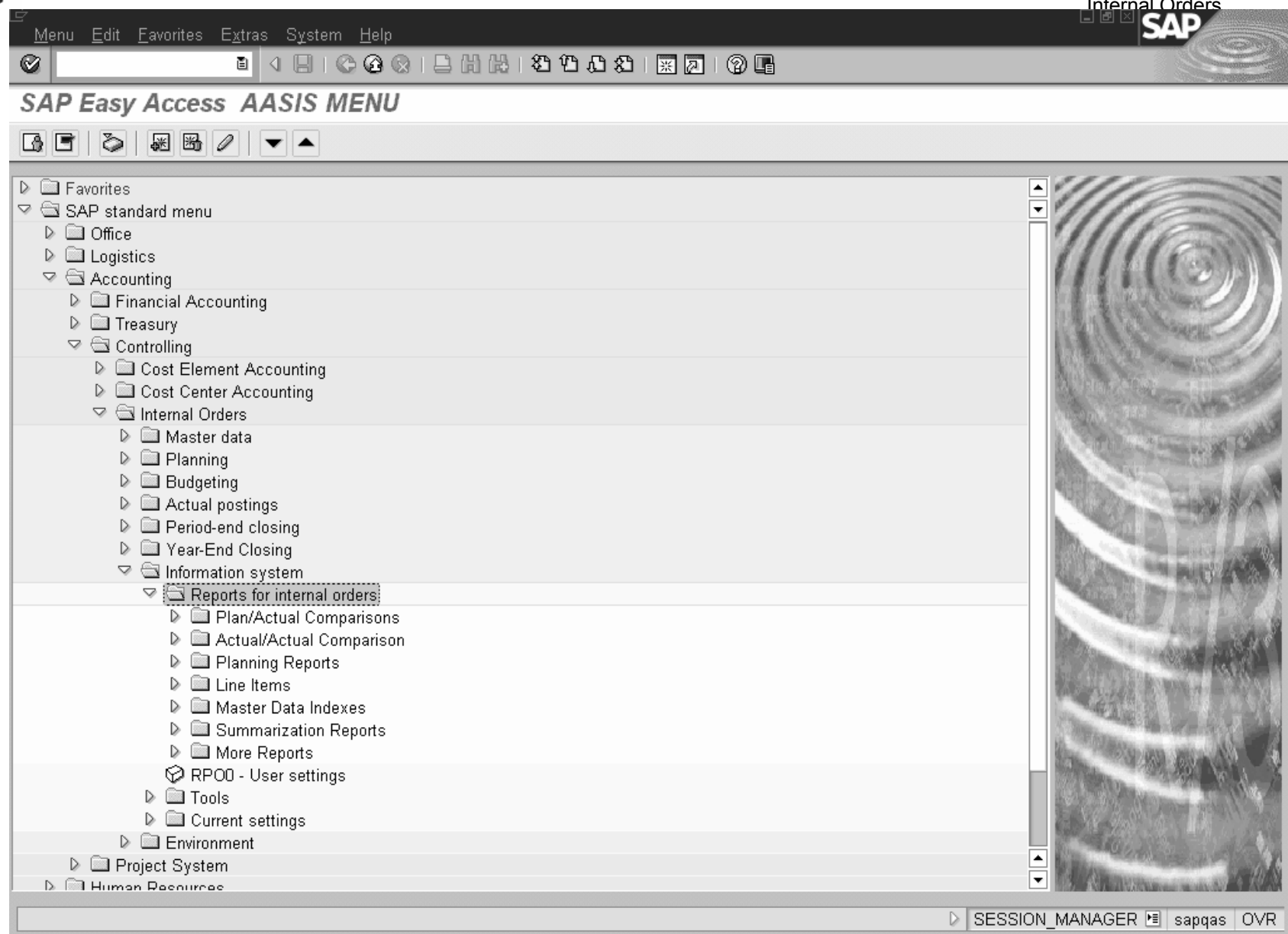
Internal Order Reports



Internal Order Reports can be found in the Internal Orders Information System Folder

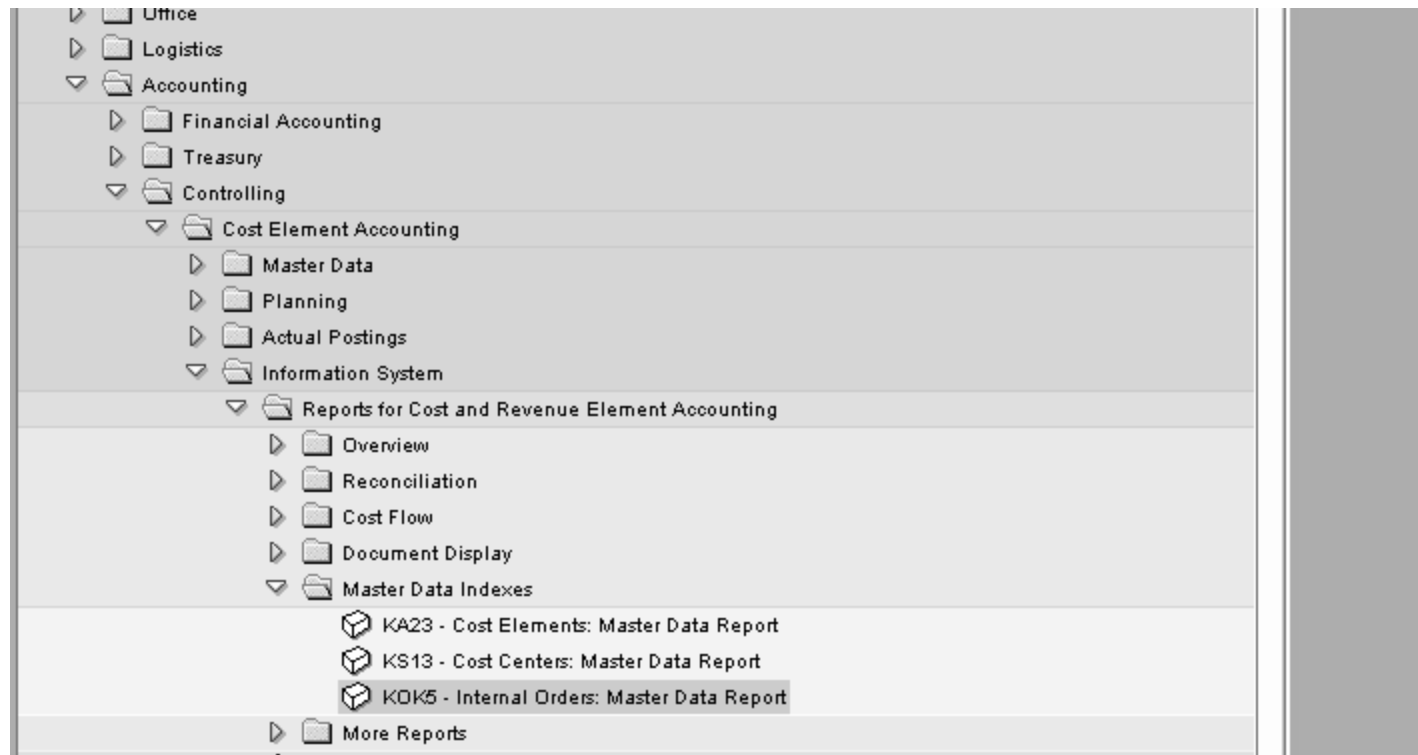
Accounting > Controlling > Internal Orders > Information System > Reports for Internal Orders





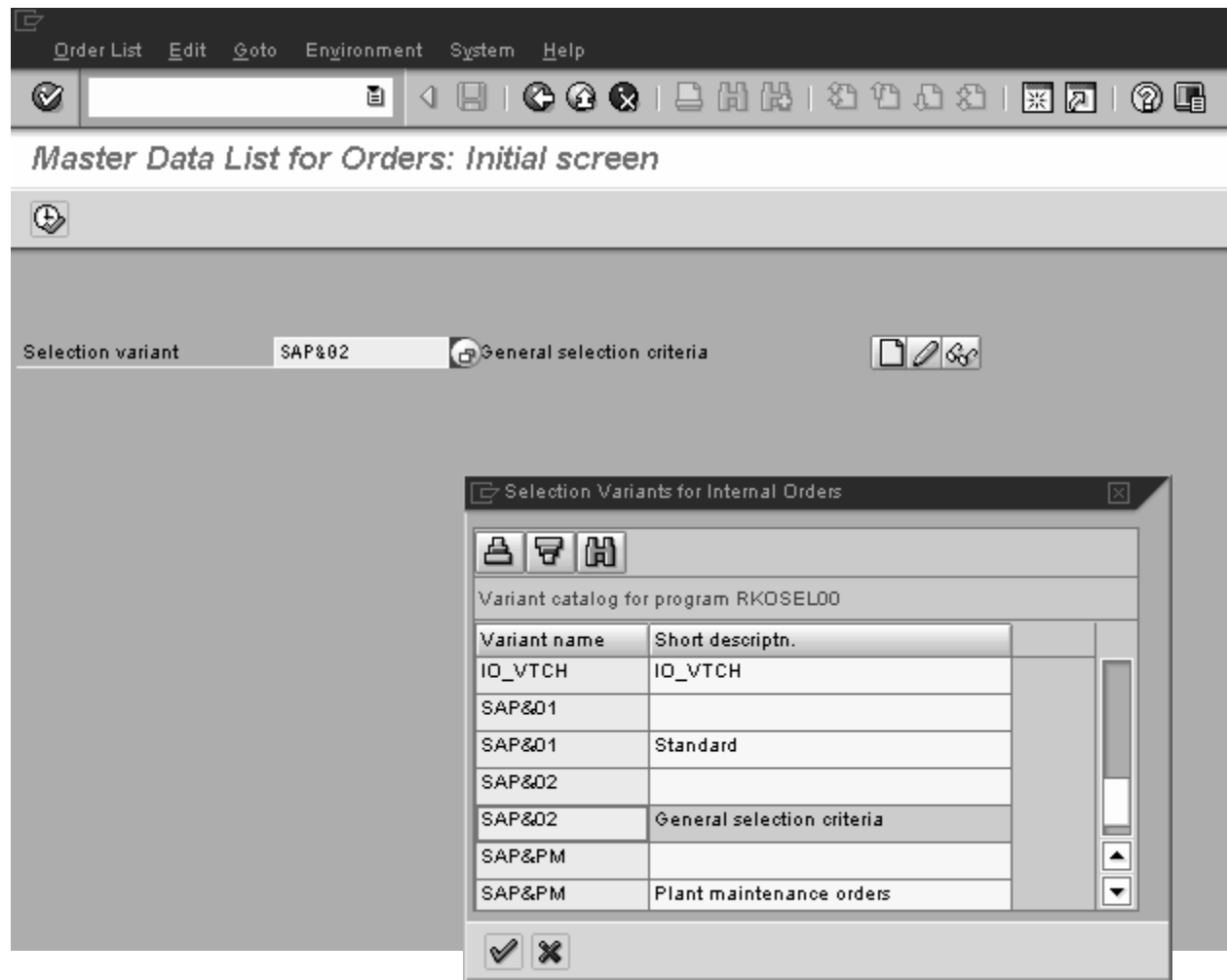


Internal Orders Master Data Report

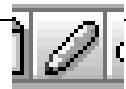


KOK5

Displays list of internal orders for the agency



Choose selection variant SAP&02. Click Change selection criteria.





Selection Edit Goto Utilities Environment System Help

Selection Criteria: Internal Orders

Get Save Characteristics

Order group

Order to

Order type to

External order number to

Short text to

Assignments

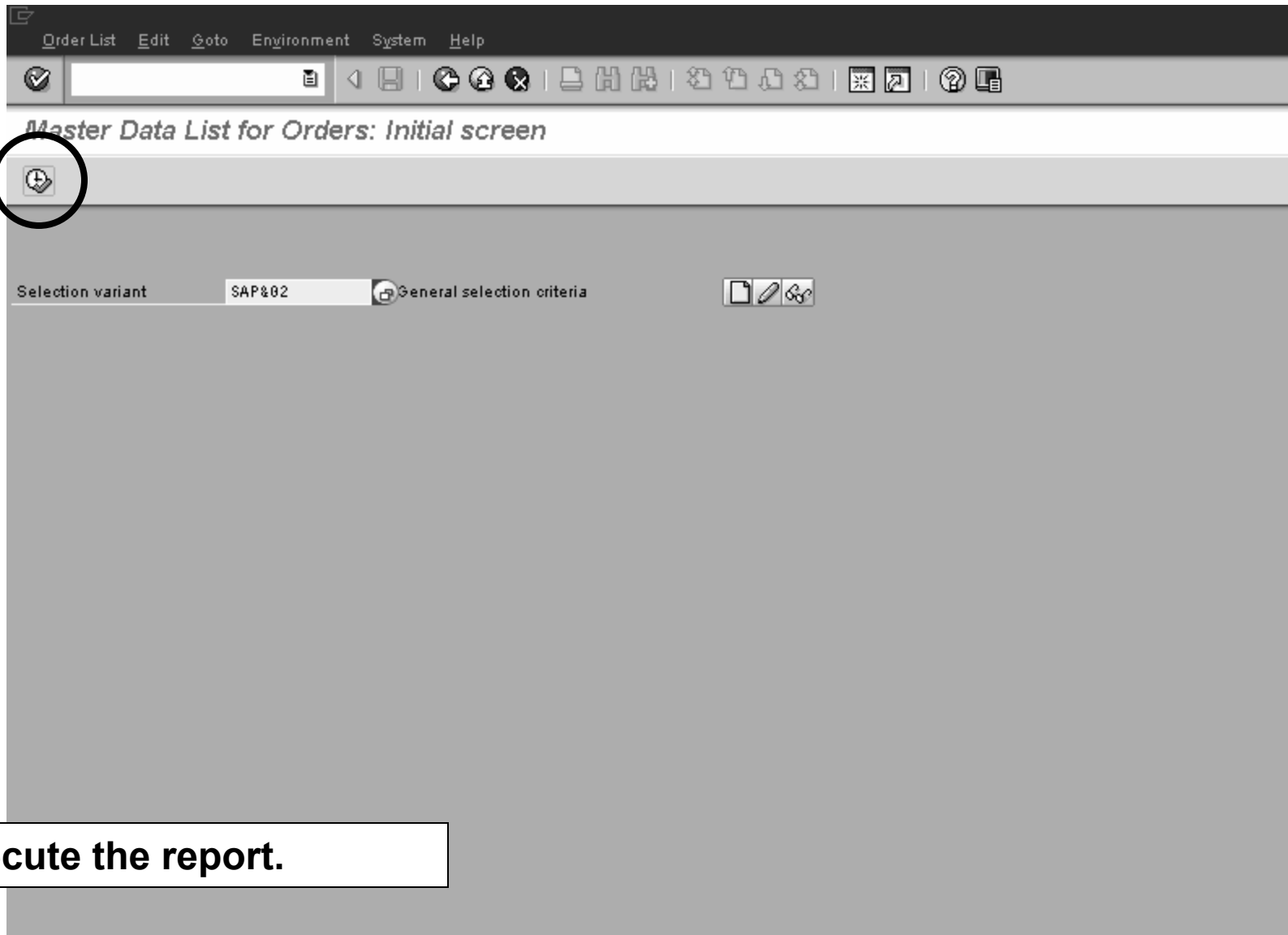
Company code	ARK	to		
Business area	0610	to		
Plant		to		
Functional area		to		
Object Class		to		
Profit center		to		
Responsible cost center		to		
Requesting company code		to		
Requesting cost center		to		
Requesting order		to		
WBS Element		to		
Sales order		to		
Sales order item		to		
Jurisdiction Code		to		
Location		to		
Location Plant		to		

Status

Order status / status number to

Get Back T03 03

Type in company code and business area and hit the back button.



Execute the report.



Order List Edit Goto Extras Environment Settings System Help

Display Internal Order: Standard one-line

Order Master Data Next Block

Order	Type	...	Reference order	Entered by	Created on	Changed by	ChangeDate	Short text	...	CoCd	Plant	BusA	COAr	Cost collector key
106100002	0610	1		SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610002	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610004	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610005	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610006	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610007	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610008	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610009	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610010	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610016	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610017	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610018	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610022	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610023	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610025	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610026	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610027	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610056	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610059	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610060	0610	1	106100002	SEBROWN	12/03/2003	SEBROWN	12/03/2003	dfa internal order		ARK	0610	ARK	1	
10610063	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610068	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610076	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610077	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610078	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610079	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	
10610080	0610	1	106100002	SEBROWN	12/03/2003			dfa internal order		ARK	0610	ARK	1	

The report lists all of the internal orders for the agency and includes when they were created and short text description.

Internal Orders Financial Reports

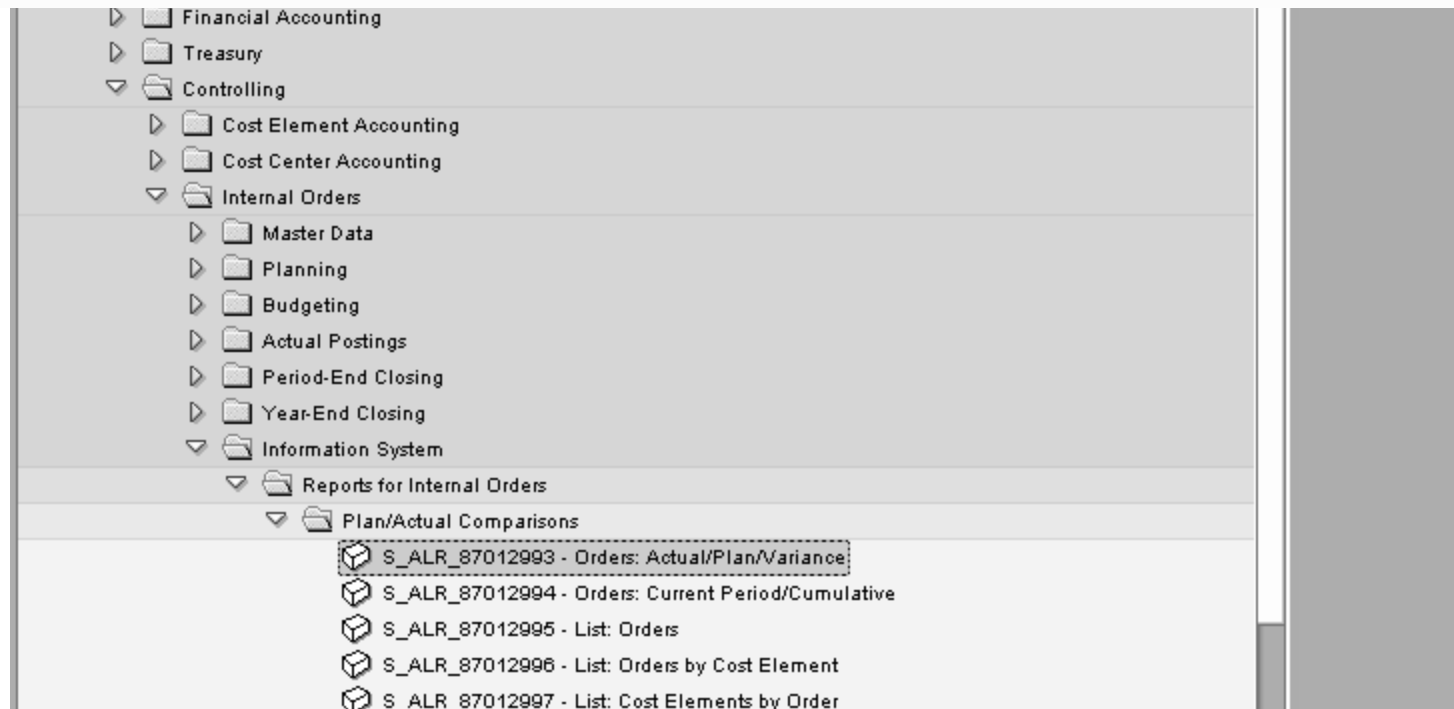
These reports are based on the accrual method of accounting.



Orders: Actual / Plan / Variance (Controlling Module)

S_ALR_87012993

Gives the expenditures for each cost element.





Program Edit Goto Environment System Help

Orders: Actual/Plan/Variance: Selection

Variation Output Parameters... Data Source... Extract Parameters...

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Order Group	0610ordgrp	
Or value(s)		to
Cost Element Group		
Or value(s)		to

On the selection screen, enter controlling area ARK, the fiscal year, the internal orders, the periods desired, plan version 0, and the cost elements desired. Click execute.



Report Edit Goto View Extras Settings System Help

Orders: Actual/Plan/Variance

Variation: Order

0610ORDGRP Order Group for Training

- IO610TST test order 1
- IO610TS2 test order 2
- IO610TS3 test order 2

Orders: Actual/Plan/Variance Date: 09/17/2004 12:08:40 Page: 2 / 2

Order/Group 0610ORDGRP Order Group for Training

Reporting period 1 - 12 2005

Cost elements	Actual	Plan	Var. (abs.)	Var. (%)
5030005100 Pest Control CI 02	500.00		500.00	
5050004000 09 - Meals & Lodging	800.00		800.00	
5050008000 09 - Charter Travel	300.00		300.00	
5050014000 09 Other Travel Exp	150.00		150.00	
5080010000 Laundry & Uniform Service	500.00		500.00	
5090006000 Office Supplies	150.00		150.00	
5090009000 Recreation Supp Mats	1,937.86		1,937.86	
5090018000 Subscriptions Pubs	537.50		537.50	
5090019000 Food Purchases	2,500.00		2,500.00	
5090020000 02-Clothing,Rel Item	1,500.00		1,500.00	
5090024000 Feed Animal/Livestock	250.00		250.00	
5120004000 Equipment Expense	250.00		250.00	
* Costs	9,375.36		9,375.36	
** Balance	9,375.36		9,375.36	

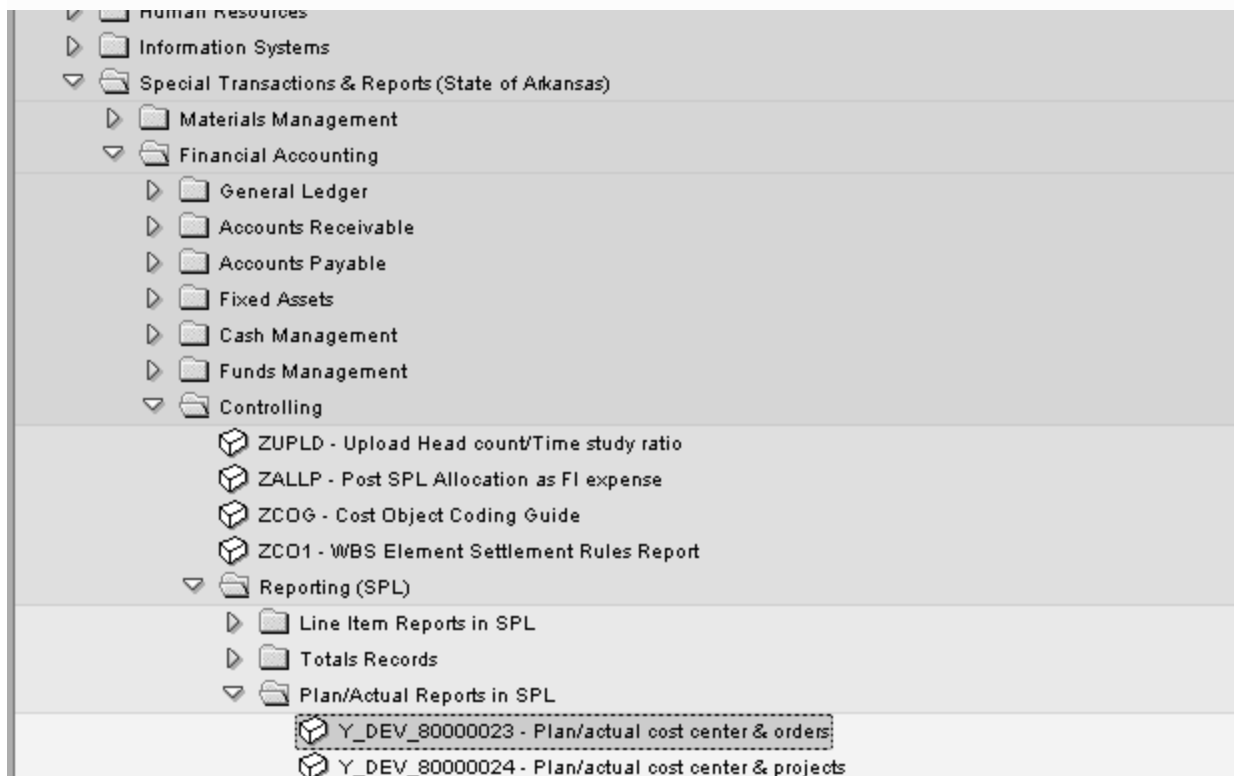
The report gives actual expenditures charged to the internal order group in AASIS. The navigation bar to the left of the screen allows the user to select individual internal orders from the group.



Orders: Actual / Plan / Variance (SPL)

Y_DEV_80000023

Gives the expenditures for each cost element by cost center and internal order.



Program Edit Goto Environment System Help

Plan/Actual cost center & orders: Selection

Variation Output Parameters... Data Source... Extract Parameters... Reports...

Selection values

Plan Version	1
Fiscal year from	2005
Fiscal year to	2005
Period from	1
Period to	12

Selection groups

Cost Element group	ALL_ELEMTS			
Or value(s)		to		
Cost center group				
Or value(s)	383201	to		
Order group	0610orders			
Or value(s)		to		

On the selection screen, enter the fiscal year, the internal orders and cost centers, the periods desired, and the cost elements desired. Click execute.



Report Edit Goto View Extras Settings System Help

Accplan/var cctr&lo

Column

Reports

- Accplan/var cctr&lo
- Accplan/var cctr&lo

Variation: Period

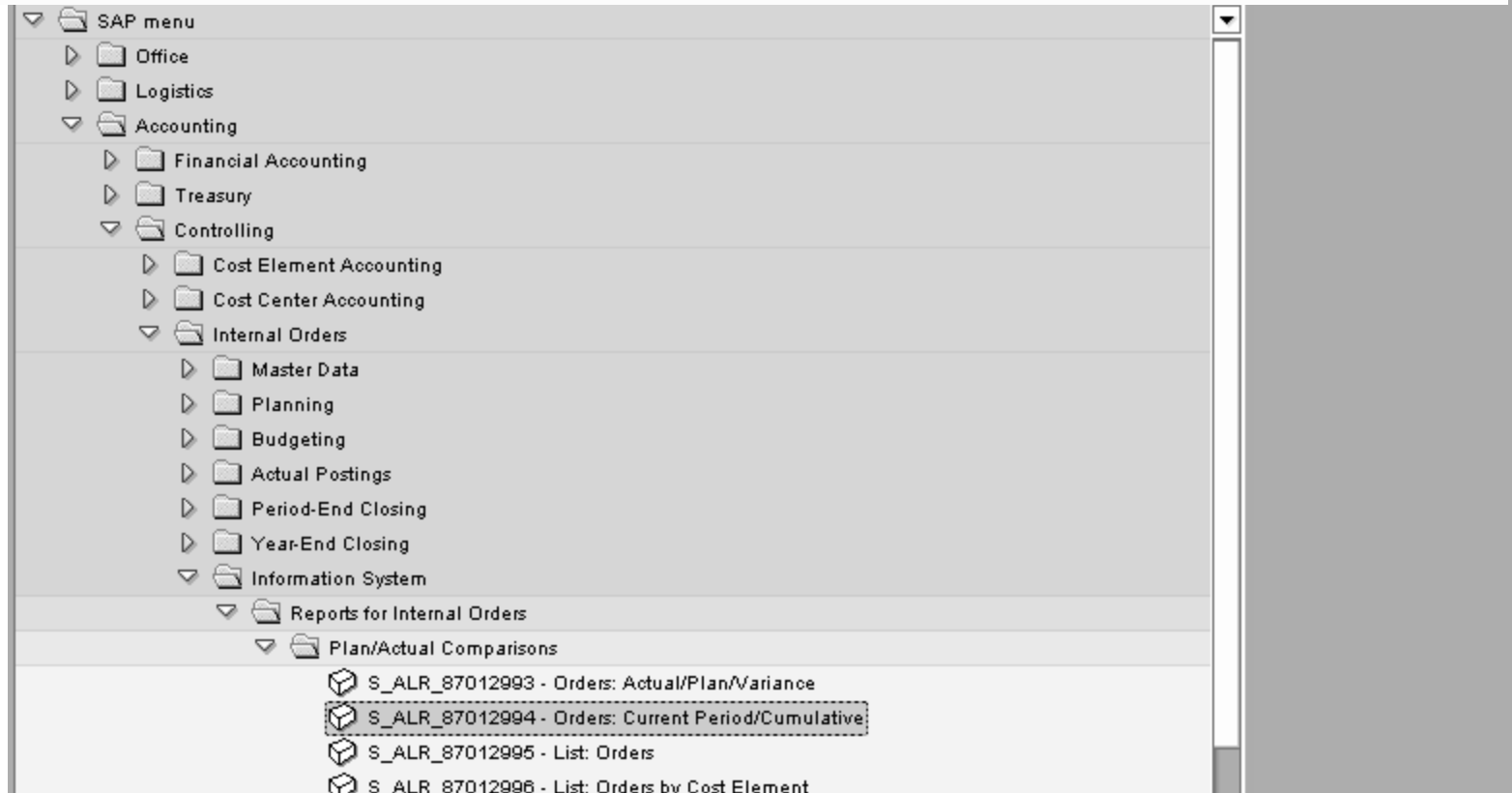
* ZFIZ-CO-OCO Selection 0004

- 001 JUL
- 002 AUG
- 003 SEP
- 004 OCT
- 005 NOV
- 006 DEC
- 007 JAN
- 008 FEB
- 009 MAR
- 010 APR
- 011 MAY
- 012 JUN

Lead column	Actual Deb	Actual Cre	Actual Net	Plan Deb.
Period/Group 1..12				
Cost Center/Group 383201				
Order/Group 610001,10610002				
WBS Element/Group *				
5080010000 Laundry Uniform S	500.00		500.00	
5090006000 Office Supplies	150.00		150.00	
5090009000 Recreation Supp M	750.00		750.00	
5090018000 Subscriptions Pub	537.50		537.50	
5090019000 Food Purchases	2,500.00		2,500.00	
5090020000 02-Clothing,Rel I	1,500.00		1,500.00	
* Operating Expenses	5,937.50		5,937.50	
5050004000 09 Meals & Lodgin	800.00		800.00	
5050008000 09 Charter Travel	300.00		300.00	
5050014000 09 Other Travel E	150.00		150.00	
* Travel-Conferences	1,250.00		1,250.00	
** Expense Cost Elements	7,187.50		7,187.50	
*** 10610TST test order 1	7,187.50		7,187.50	
5090024000 Feed AnimalLivest	250.00		250.00	
* Operating Expenses	250.00		250.00	
** Expense Cost Elements	250.00		250.00	
*** 10610TS2 test order 2	250.00		250.00	
5030005100 Pest Control CI 0	500.00		500.00	
5090009000 Recreation Supp M	1,187.86		1,187.86	
* Operating Expenses	1,687.86		1,687.86	
5120004000 Equipment Expense	250.00		250.00	
* Capital Outlay	250.00		250.00	
** Expense Cost Elements	1,937.86		1,937.86	
*** 10610TS3 test order 2	1,937.86		1,937.86	
**** Order Group for Training	9,375.36		9,375.36	
***** 383201 dfa	9,375.36		9,375.36	
***** Over/Under Abs.	9,375.36		9,375.36	

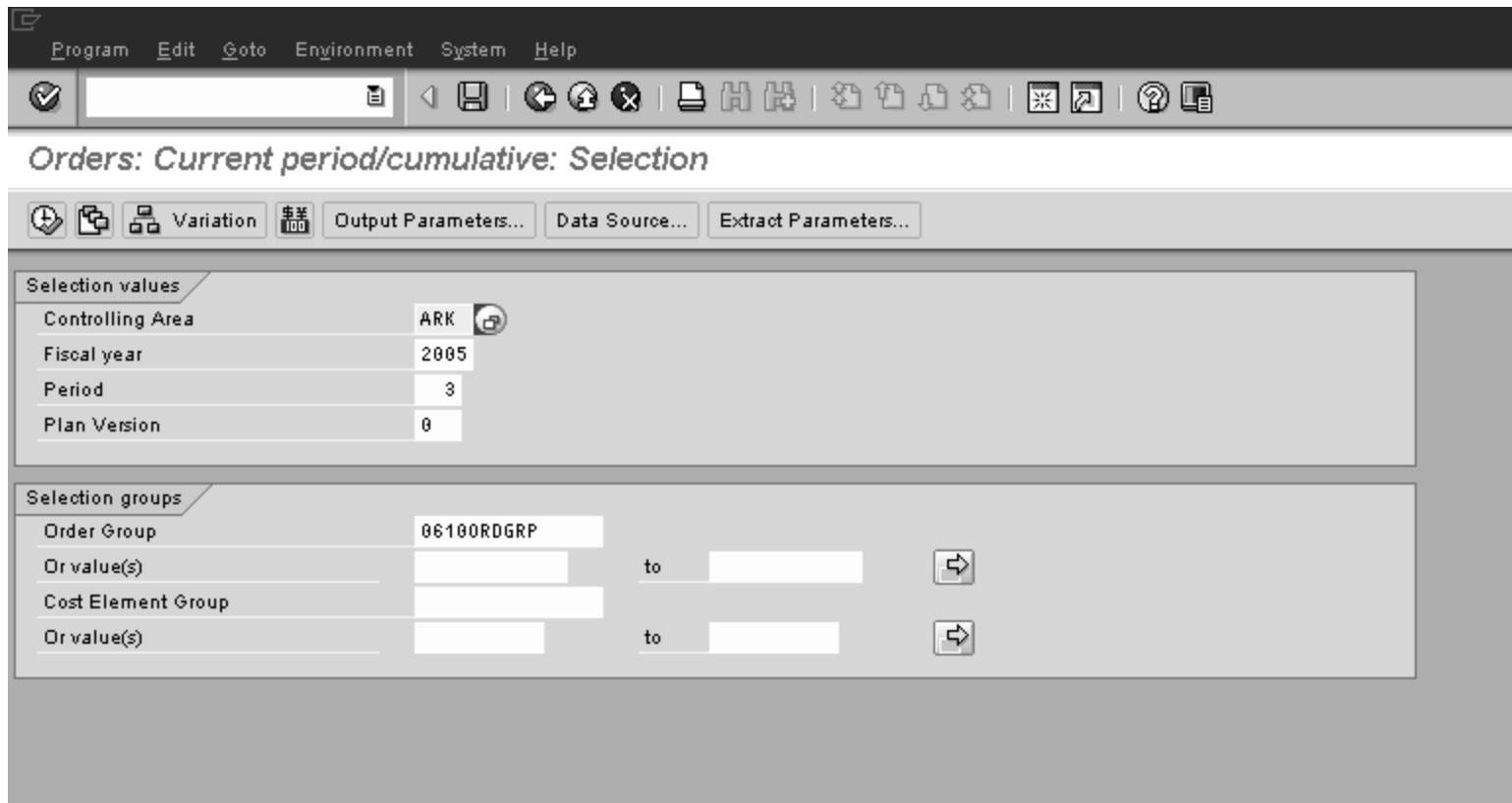
The report gives actual expenditures charged to the internal order and cost center combination in AASIS. Use the navigation bar to select by period.

Orders: Current Period / Cumulative



S_ALR_87012994

Gives current period and cumulative totals for cost elements.



Program Edit Goto Environment System Help

Orders: Current period/cumulative: Selection

Variation Output Parameters... Data Source... Extract Parameters...

Selection values

Controlling Area	ARK
Fiscal year	2005
Period	3
Plan Version	0

Selection groups

Order Group	06100RDGRP		
Or value(s)		to	
Cost Element Group			
Or value(s)		to	

Select Controlling area ARK, the fiscal year and period you wish to view. Type in the internal orders and cost elements. Execute the report.





s: Current Period/Cumulative

Order		Orders: Current Period/Cumulative				Date: 09/17/2004 12:15:46	Seite: 2
i10ORDGRP Order Group for Traini		Order/Group 06100RDGRP Order Group for Training					
> 10610TST test order 1		Period 3					
> 10610TS2 test order 2		Fiscal year 2005					
> 10610TS3 test order 2							
Cost elements		Total plan	ActCur.Per	ActCurYear	Act.to prv	Act. cum.	Ttl a
5030005100 Pest Control CI 02			500.00	500.00		500.00	
5050004000 09 - Meals & Lodging			800.00	800.00		800.00	
5050008000 09 - Charter Travel			300.00	300.00		300.00	
5050014000 09 Other Travel Exp			150.00	150.00		150.00	
5080010000 Laundry & Uniform Service			500.00	500.00		500.00	
5090006000 Office Supplies			150.00	150.00		150.00	
5090009000 Recreation Supp Mats			1,937.86	1,937.86		1,937.86	1,
5090018000 Subscriptions Pubs			537.50	537.50		537.50	
5090019000 Food Purchases			2,500.00	2,500.00		2,500.00	2,
5090020000 02-Clothing, Rel Item			1,500.00	1,500.00		1,500.00	1,
5090024000 Feed AnimalLivestock			250.00	250.00		250.00	
5120004000 Equipment Expense			250.00	250.00		250.00	
* Costs			9,375.36	9,375.36		9,375.36	9,
** Balance			9,375.36	9,375.36		9,375.36	9,

The second column lists actual costs for the period selected. The third and fifth columns list actual current year cumulative. Scroll over to see more of the report.



Orders: Current Period/Cumulative

Column

Variation: Order

- 0610ORDGRP Order Group for Training
 - 10610TST test order 1
 - 10610TS2 test order 2
 - 10610TS3 test order 2

Orders: Current Period/Cumulative Date: 09/17/2004 12:15:46 Seite: 2

Order/Group	0610ORDGRP	Order Group for Training
Period	3	
Fiscal year	2005	

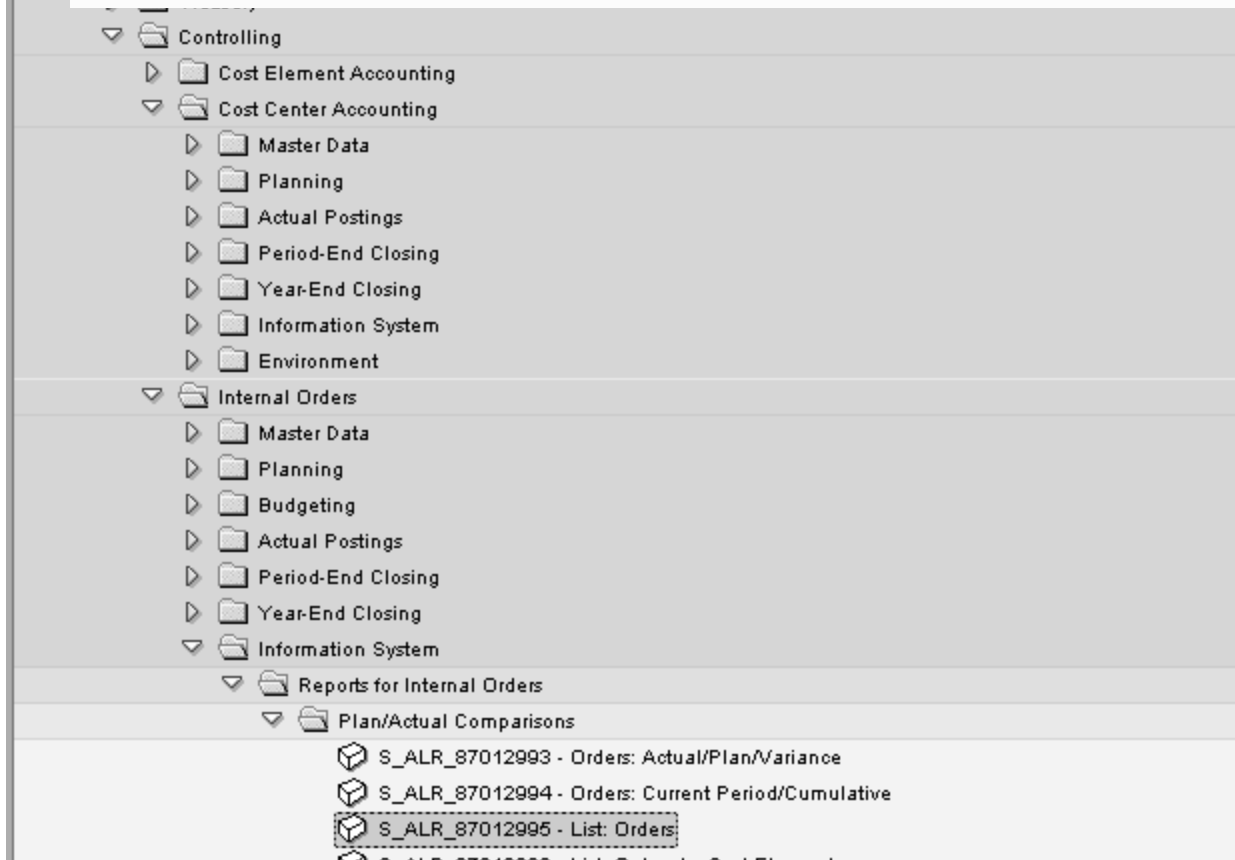
Cost elements	plan	ActCur.Per	ActCurYear	Act.to prv	Act. cum.	Ttl actual
5030005100 Pest Control CI 02		500.00	500.00		500.00	500.00
5050004000 09 - Meals & Lodging		800.00	800.00		800.00	800.00
5050008000 09 - Charter Travel		300.00	300.00		300.00	300.00
5050014000 09 Other Travel Exp		150.00	150.00		150.00	150.00
5080010000 Laundry & Uniform Service		500.00	500.00		500.00	500.00
5090006000 Office Supplies		150.00	150.00		150.00	150.00
5090009000 Recreation Supp Mats		1,937.86	1,937.86		1,937.86	1,937.86
5090018000 Subscriptions Pubs		537.50	537.50		537.50	537.50
5090019000 Food Purchases		2,500.00	2,500.00		2,500.00	2,500.00
5090020000 02-Clothing,Rel Item		1,500.00	1,500.00		1,500.00	1,500.00
5090024000 Feed AnimalLivestock		250.00	250.00		250.00	250.00
5120004000 Equipment Expense		250.00	250.00		250.00	250.00
* Costs		9,375.36	9,375.36		9,375.36	9,375.36
** Balance		9,375.36	9,375.36		9,375.36	9,375.36
















Orders: List: Orders

S_ALR_87012995




Gives actual expenses for any cost element or cost element group.



Program Edit Goto Environment System Help

☒
☐

















List: Orders: Selection




 Output Parameters...
 Data Source...
 Extract Parameters...

Selection values

Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups

Order Group	06100RDGRP		
Or value(s)	<input type="text"/>	to	<input type="text"/> 
Cost Element Group	5050009 		
Or value(s)	<input type="text"/>	to	<input type="text"/> 

Select Controlling area ARK and the fiscal year and period. Choose the internal orders and cost element or cost element group desired. You can only run this report for one cost element or cost element group at a time. Execute the report.



Report Edit Goto View Extras Settings System Help

List: orders

Order/Group 06100RDGRP Order Group for Training
Cost Element Group 5050009 Travel-Conferences
Reporting period 1 - 12 2005

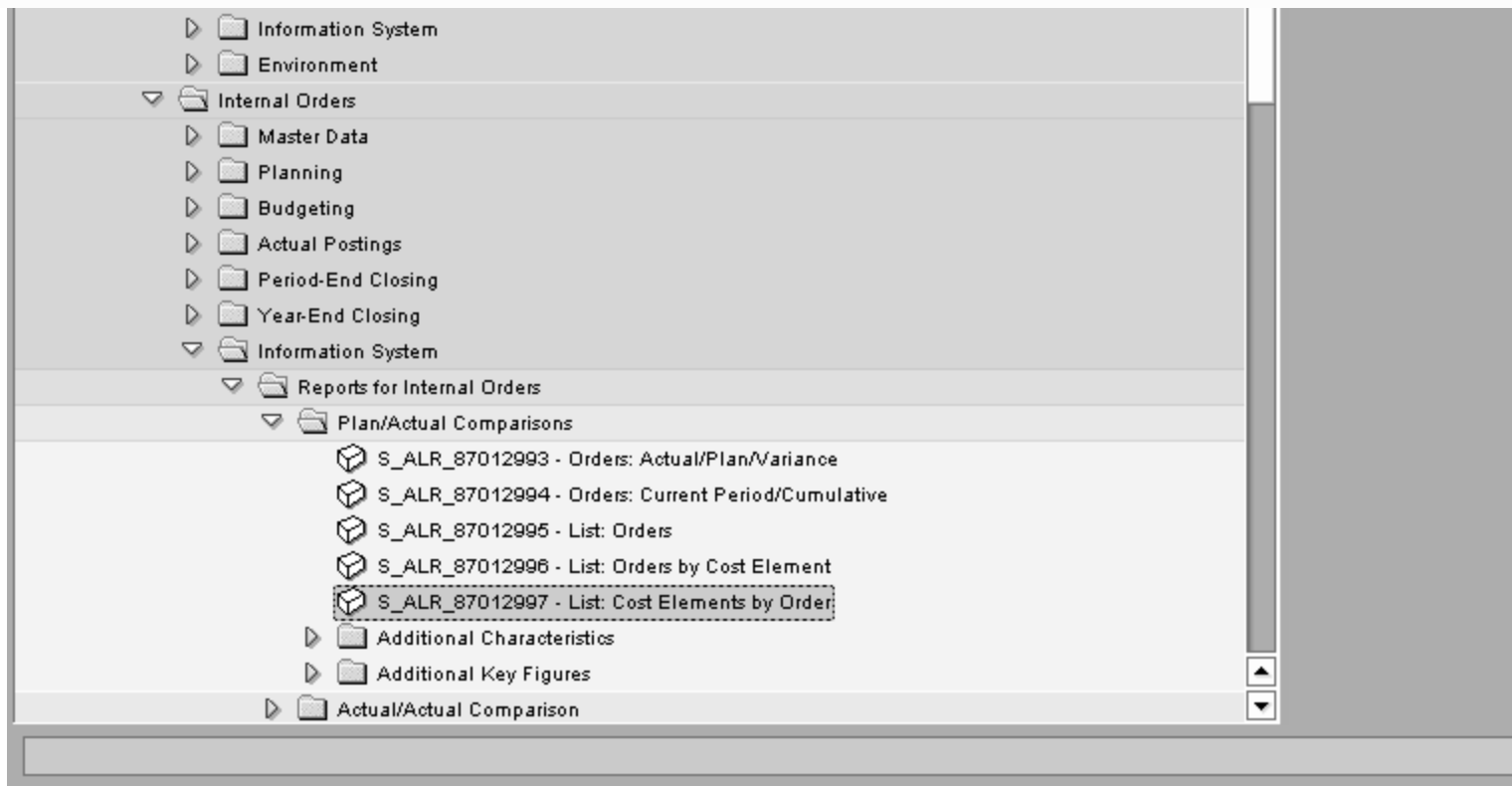
Orders	Actual	Plan	Abs. var.	Var. (%)
I0610TST test order 1	1,250		1,250	
* Total	1,250		1,250	

The report gives the actual costs for the cost elements selected.

Orders: List: Cost Elements by Order

S_ALR_87012997

Gives plan and actual expenditures or revenues for more than one cost element per internal order.



Program Edit Goto Environment System Help

List: Cost Elements by Order: Selection

Output Parameters... Data Source... Extract Parameters...

Selection values	
Controlling Area	ARK
Fiscal Year	2005
From Period	1
To Period	12
Plan Version	0

Selection groups	
Order Group	06100RDGRP
Or value(s)	<input type="text"/> to <input type="text"/>
Cost Element Group	5050009
Or value(s)	<input type="text"/> to <input type="text"/>

Select Controlling area ARK and the fiscal year and period. Use plan version 0. Choose the internal orders and cost elements or cost element group desired. Execute the report.



Report Edit Goto View Extras Settings System Help

List: Cost Elements by Order

Order Group -06100RDGRP -Order Group for Training
Reporting period 1 - 12 2005

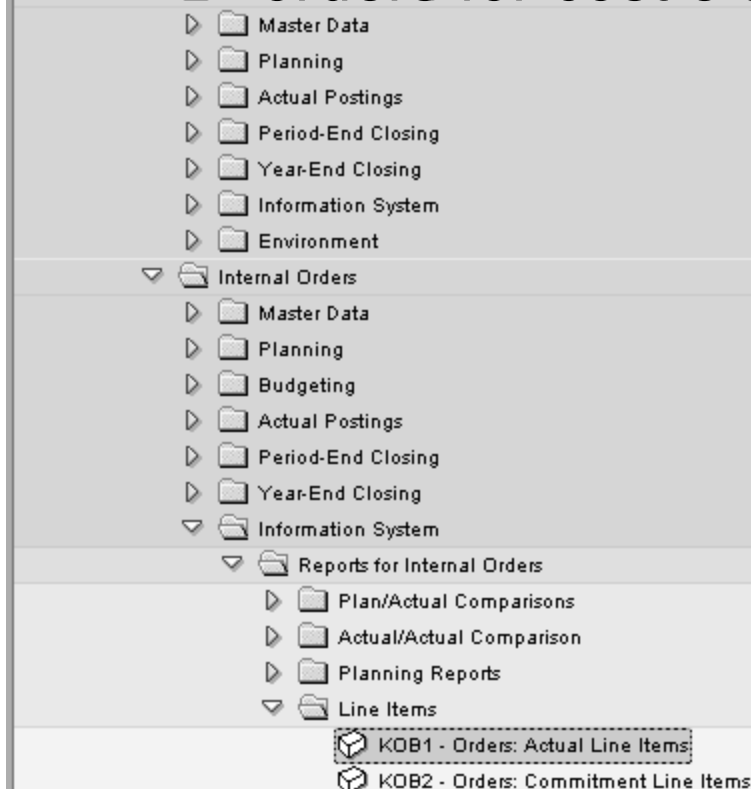
Orders/cost elements	Actual	Plan	Var. (abs.)	Var. (%)
5050004000 09 - Meals & Lodging	800.00		800.00	
5050008000 09 - Charter Travel	300.00		300.00	
5050014000 09 Other Travel Exp	150.00		150.00	
* I0610TST test order 1	1,250.00		1,250.00	
** Total	1,250.00		1,250.00	

The report gives the actual costs. Select this report if you need to see more than one cost element at a time.

Orders: Actual Line Items

KOB1

Gives actual cost or revenue line items for internal orders for cost elements for period selected.



Program Edit Goto Extras System Help

Display Actual Cost Line Items for Orders : Initial Screen

Further Selection Criteria...

Order to

or

Order Group

Cost Element to

or

Cost Element Group

Posting Data

Posting Date to

Settings

Layout Primary cost posting

More Settings

Choose the internal orders and cost elements or cost element group desired. Enter the posting date range. Execute the report.





Display Actual Cost Line Items for Orders

Layout x 1SAP xPrimary cost posting
 Order I0610TS2... xtest order 2...
 Report currency USD US Dollar

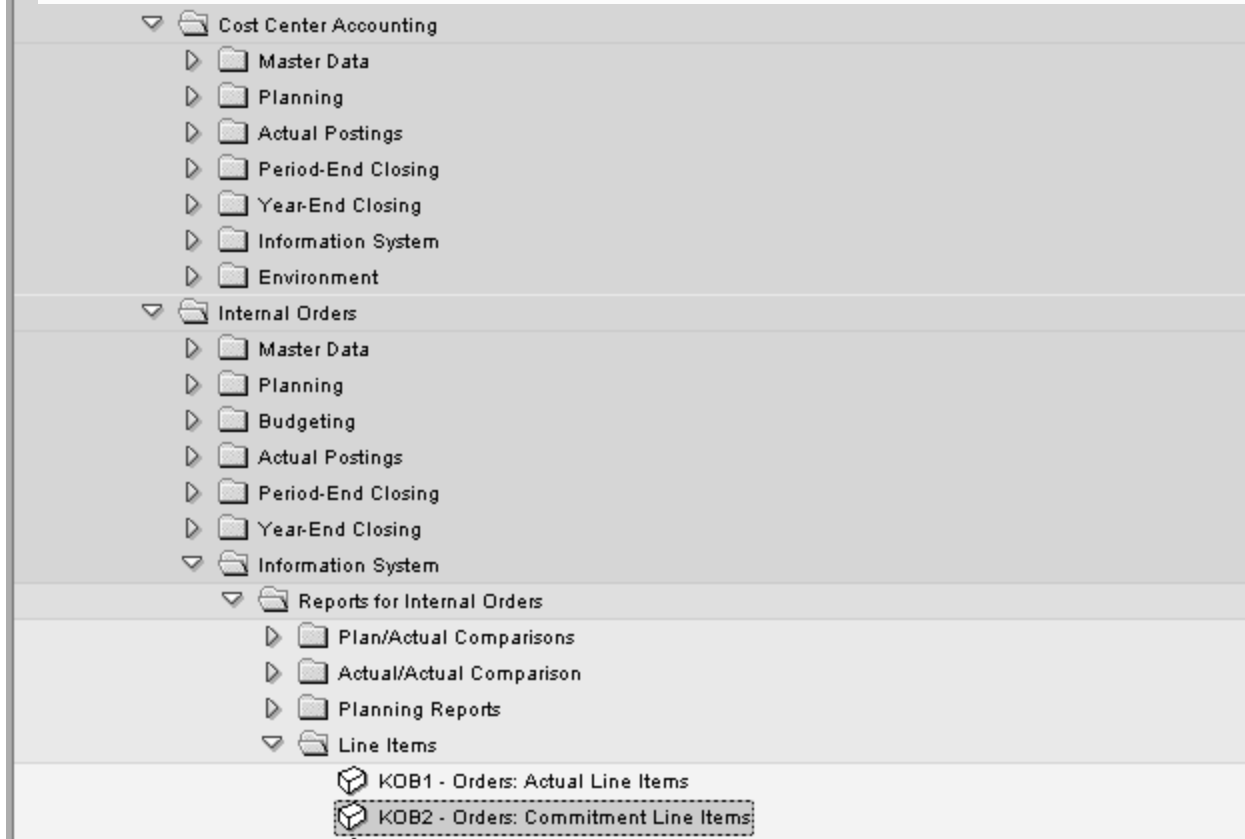
Cost Elem.	Cost element name	Σ	Val.in rep.cur.	Total quantity	P...	...	Offst.acct	Name of offsetting account
5090024000	Feed AnimalLivestock		250.00				K 100000216	Pennys Parlor
Order I0610TS2 test order 2			250.00					
5030005100	Pest Control CI 02		500.00				K 100000286	Buggs
5090009000	Recreation Supp Mats		1,187.86				K 100000258	Skyscaper Climbers
5120004000	Equipment Expense		250.00				K 100000046	Hikaru Sulu
Order I0610TS3 test order 2			1,937.86					
5050004000	09 Meals & Lodging		800.00				K 2000001	Barbara Beck
5050008000	09 Charter Travel		300.00				K 2000001	Barbara Beck
5050014000	09 Other Travel Exp		150.00				K 2000001	Barbara Beck
							K 100000011	Aerospace Glad Rags
							K 100000011	Aerospace Glad Rags
5090009000	Recreation Supp Mats		750.00				K 100000253	Ab Jab
5090018000	Subscriptions Pubs		537.50				K 100000163	Oil Trough Hillbilly Times
5090019000	Food Purchases		2,500.00				K 100000152	Lollipop Guild
5090020000	02-Clothing,Rel Item		1,500.00				K 100000011	Aerospace Glad Rags
Order I0610TST test order 1			7,187.50					
			9,375.36					

The report is displayed.

Orders: Commitment Line Items

KOB2

Gives commitment line items, which would include outstanding purchase orders or requisitions.



Program Edit Goto Extras System Help

Display Commitment Line Items for Orders : Initial Screen

Further selection criteria...

Order I0900040 to

Or

Order group

Cost element 5090020000 to 5090028000

Or

Cost element group

Posting data

Expected debit date 08/01/2001 to 08/31/2001

☐ Open items only

Settings

Display variant 1SAP Order, cost element, reference document

Further settings...

KOB2 sapqas OVR 2

Choose the internal orders and cost elements or cost element group desired. Enter the posting date range. Execute the report.



Internal Orders

List Edit Goto Settings Extras Environment System Help

Display Commitment Line Items for Orders

Document Master record

Display variant 1SAP Order, cost element, reference document
 Order 10900040 Gift Shop
 Report currency USD US Dollar

Cost elem.	Val. in rep. cur.	Total quantity	UM	Vendor	RefDocNo	RfItm	Debit date
5090020000	0.00	0.00	ZLS	100043656	4500011459	10	08/21/2001
* 5090020000	0.00	0.00	ZLS				
5090021000	736.40	1.00	ZLS	100009107	4500007482	10	08/31/2001
5090021000	0.00	0.00	ZLS	100009107	4500007483	10	08/31/2001
* 5090021000	736.40	1.00	ZLS				
5090022000	0.00	0	CS		1000007853	10	08/20/2001
5090022000	0.00	0	CS		1000007853	20	08/20/2001
5090022000	0.00	0	CS	100001812	4500006518	10	08/20/2001
5090022000	0.00	0	CS	100001812	4500006518	20	08/20/2001
5090022000	0.00	0	EA	100029125	4500006669	30	08/07/2001
* 5090022000	0.00	0	CS				
		0	EA				
5090026000	0.00	0	EA		1000012343	10	08/27/2001
5090026000	0.00	0	EA	100039701	4500012565	40	08/27/2001
* 5090026000	0.00	0	EA				
5090028000	0.00	0.00	ZLS		1000002761	10	08/06/2001
5090028000	220.31	1.00	ZLS	100047926	4500003448	10	08/06/2001
* 5090028000	220.31	1.00	ZLS				
** 10900040	956.71	0	CS				
		0	EA				
		2.00	ZLS				

element, reference document

Report currency USD US Dollar

KOB2 sapqas OVR

The report is displayed.